

CARLISLE  
CATHEDRAL



**Candidate Information Pack**

**VERGER**

**December 2025**



# Introduction

Dear Applicant,

Thank you for your interest in joining the team at Carlisle Cathedral. As a place of worship, heritage, and community, the Cathedral has stood at the heart of Carlisle for over 900 years. We are committed to fostering a welcoming and inclusive environment for all who visit, work, and worship here.

As we enter our tenth century, the Cathedral continues to seek new and creative ways of engaging with the life of the city and region we serve. Carlisle Cathedral is the “seat” of the Bishop of Carlisle serving the people of The Diocese of Carlisle.

We have approximately 50 members of staff, and a team of over 170 volunteers. In a typical year we expect to receive over 150,000 visitors from across the world. Through a varied programme of events, activities and engagement we invite all to be part of the continuing character of the praying, cherishing, and transforming life of Carlisle Cathedral.

Within this Candidate Information Pack, you will find details about the role, our mission, and what makes working at the Cathedral such a unique and rewarding experience. We are looking for dedicated individuals who share our values and enthusiasm for contributing to this special place.

The Chapter—the Cathedral’s governing body—is looking to appoint an energetic and Verger for cleaning and maintenance, and liturgical responsibilities. Reporting directly to the Head Verger, the role/s are key at ensuring worship and events within the Cathedral and Fraternity runs smoothly. This involves the implementation of general and specific requirements during services, making sure the building is a place of welcome for visitors and users ensuring the safety for all who enter the Cathedral buildings.

In addition to supporting the clergy in delivering liturgical excellence, vergers are responsible for the care and maintenance of the building. The work includes cleaning, reporting maintenance requirements, opening, and closing the building securely, setting and resetting the cathedral for services and events and understanding the Health and Safety requirements including emergency evacuation. The Verger role/s includes some lone working.

In liaison with other teams, the Verger/s are also responsible in managing physical spaces and equipment relating to Cathedral events, performances and learning programmes.

As a Verger, you should have a pleasant and welcoming personality, will need to interact with a wide range of people, display previous experience of working in the context of worship and events and have a balanced and knowledgeable approach to the numerous activities taking place across site.

We hope you find this information helpful and look forward to receiving your application.

Yours Faithfully

A handwritten signature in black ink that reads "Michael".

**Michael Everitt**  
Dean

A handwritten signature in black ink that reads "Edith".

**Edith McColgan**  
Chief Operating Officer

# About Carlisle Cathedral

Worship is the beating heart of the Cathedral from which flows both activity and service. Chapter (the Cathedral's governing body) aims to promote loving community where justice is seen to matter, common humanity is owned, people can find support, nurture, and blessing. Careful pastoral engagement by the clergy and pastoral teams reflects Christ's great love for all people.

Faithful worship, active discipleship, outward-looking mission, life-long learning, service to the community, and joyful celebration are all important, and in each of these aspects of the Cathedral's life Chapter continues to draw inspiration from its Augustinian heritage.

At the heart of the Cathedral's life is a small group of people who are called to maintain the daily offering of prayer and worship. The resident members of the Chapter, the Dean and two Residentiary Canons, commit themselves to that as a priority and others join daily; the Chapter as a whole join the offering of worship as opportunity allows and oversees all aspects of Cathedral life.

As well as Chapter, a dedicated and committed team of staff and volunteers support the Cathedral's day-to-day operations.

The Cathedral's commercial activities, catering/retail sales/events, are overseen by the directors of the Cathedral's trading arm (Carlisle Cathedral Enterprises Ltd - CCEL). Chapter's programme of activity shapes the ways in which the Cathedral engages with visitors, schools and communities to promote public engagement with our history, faith and collections. Chapter aims to make a significant contribution to the City's cultural and heritage economies.

The Chapter is committed to supporting and developing a high standard of music in the life of the Cathedral. During school term time, the Cathedral offers seven sung services a week through a Cathedral Eucharist and Evensong each Sunday, and weekday Evensongs. The role which the choirs play in the offering of worship is central to the rhythm of daily prayer which is the life blood of the Cathedral. The choirs also provide the musical basis for acts of worship to celebrate and commemorate moments in diocesan and civic life. The Cathedral's rich and varied musical life is founded on the great Anglican tradition and made available to children and young people of all backgrounds from schools and communities across Carlisle and the surrounding area.





# About Carlisle Cathedral

## West Walls

In 2019, the Carlisle Cathedral Development Trust (CCDT) bought the former Carlisle Diocesan Office (Church House), the Resource Centre buildings (the latter now let to St George's URC) and the associated car park – which plot is adjacent with the Cathedral precinct.

Essential repair work, funded by the CCDT, was put in hand in 2019/2020 and a staged project was completed in August 2022 to move the Cathedral office from 7 The Abbey, to Church House.



## Fratry and Café

In mediaeval times the Fratry building was the dining hall of the Cathedral Priory.

The £3.5 million Heritage Lottery Fund partner project brought this world-class, Grade I listed building back to life and made it ready to serve the City, the County and its visitors. The project focused on the physical heritage of the Fratry building, and its relationship to the wider Cathedral precinct, the library collections, and on the social, political, religious and archaeological heritage they can reveal.

The Fratry is one of the most important historic buildings in Carlisle and one of the few remaining monastic refectories in the country.





# History of Carlisle Cathedral

Carlisle Cathedral has stood at the heart of the city for over 900 years and remains an active place of worship within the Church of England today. While it is a site of great historical significance, it is first and foremost a living church, where daily prayers, services, and community gatherings continue a tradition of Christian worship that dates back centuries.

Founded in 1122 as an Augustinian priory, the Cathedral's origins reflect its deep spiritual foundations. The Augustinian canons who established it lived a life of both contemplation and service, committed to prayer, education, and pastoral care. When the priory was elevated to cathedral status in 1133, it became the seat of the Bishop of Carlisle, a role it continues to hold within the Diocese of Carlisle today. As one of the Church of England's northernmost cathedrals, it serves a diverse and widespread community, welcoming worshippers, pilgrims, and visitors from across the region and beyond.



The Cathedral has weathered many changes over the centuries, shaped by Carlisle's position near the border with Scotland. It has stood through conflicts, including the medieval wars between England and Scotland, and was closely linked to Carlisle Castle, a key military stronghold just a short distance away. The Dissolution of the Monasteries in the 16th century saw the loss of many of its monastic buildings, and during the English Civil War, stones from the Cathedral were taken for military use. Yet, through each challenge, it remained a place of worship, adapting and enduring as part of the evolving English Church.



Today, the Cathedral continues to be a center of worship, learning, and community life. It holds regular services, including daily prayers, Eucharist, and choral worship, upholding the traditions of the Church of England while also embracing new ways to serve the people of Carlisle.

Its breathtaking medieval architecture, including the Gothic East Window and the beautifully painted ceiling, provides an inspiring space for both personal reflection and collective worship. The Cathedral is also an active supporter of education and outreach, working with local schools, charities, and faith groups to engage with the wider community.

Carlisle's history as a railway city, which brought prosperity in the 19th century, helped ensure the Cathedral's preservation, and today, it remains a welcoming space for all who seek spiritual nourishment, history, or quiet reflection. Situated near Hadrian's Wall, Carlisle Castle, and the city's railway station, it serves as a lasting symbol of faith and resilience, carrying forward its mission as a beacon of worship and witness in the Church of England.



# Safeguarding

Safeguarding is at the centre of everything we do at Carlisle Cathedral. Ultimate responsibility for safeguarding sits with the Dean with day-to-day responsibility delegated to the Chapter Safeguarding Lead, who at present is the Canon Warden.

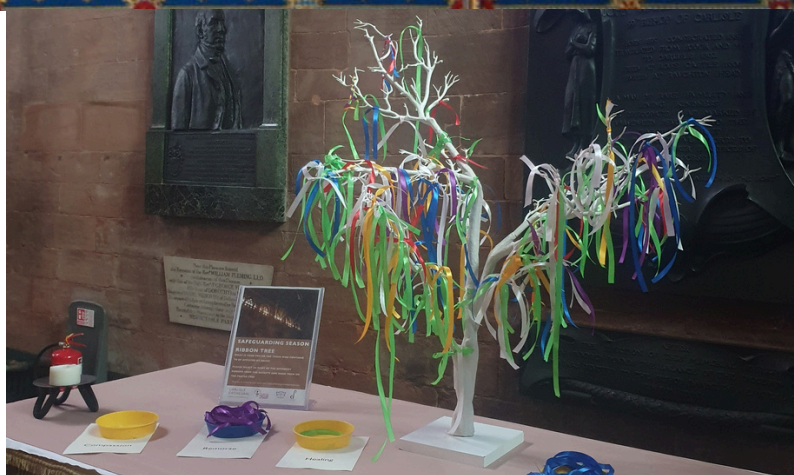
The Chapter Safeguarding Lead is then supported by the Diocesan Safeguarding Officer who offers professional support and advice to the Cathedral on all safeguarding matters.

Within the day-to-day life of the Cathedral, we work to ensure that all members of the Cathedral team understand and contribute to our shared calling to keep everyone in our care safe. All members of the team are safely recruited to a level relevant to their role. This robust process includes the completion of the appropriate level of safeguarding training, and where appropriate, Disclosure and Barring Service checks.

Staff and volunteers then receive ongoing training. This is delivered through safeguarding refresher training at the annual INSET day, as well the relevant appropriate safeguarding training required for the role. The work of Safeguarding is also monitored by the Diocesan Safeguarding Advisory Panel and, within the Cathedral, by Chapter and the Audit and Risk Committee.

Challenge and support for the Chapter Safeguarding Lead is also provided by the Cathedral Lay Safeguarding Lead. This is currently Julie Clayton who is the Chief-Executive of a local hospice. She acts as a point of contact for all safeguarding matters, independent of the structures of the Cathedral or Diocese. She also chairs the Cathedral Safeguarding Group which draws membership from all the different communities and groups which make up Cathedral life to discuss and develop our safeguarding practice.

At the Cathedral we are also acutely aware of the way in which the whole Church has failed those who we should have had care for. Knowing this we work closely with advocates of Victim-Survivors and all who have been affected by abuse to lament, listen and learn from them. Both through our annual Safeguarding Season and through the whole year we seek to better respond to our call to safeguard all who are known and cherished and made in the image of God.







# Our Mission, Purpose & Values

## Mission

Carlisle Cathedral is a community of prayer, welcome and rest for all to encounter the love of God in Jesus Christ.

## Purpose

For centuries, Carlisle Cathedral has been a living Christian community, seeking God and bringing rest to restless hearts amid the ever-changing history of our borderlands. We steward this place and its rich heritage for the city, county and diocese we serve. We are entrusted with the stories it holds. We are called to use this inheritance as we seek to tell anew the love of God in Jesus Christ for current and future generations.

As the seat of the Bishop of Carlisle, we are a sign of unity, committed to deepening our life of prayer and worship while embracing new ways to build a sustainable and hope-filled future.

We welcome all – visitors, travellers and pilgrims alike – inviting them to experience the transforming truth and presence of God.

Through the stories of God's love and the richness of Cumbrian life and heritage, we seek to inspire and uplift all who we encounter.

## Values

Our values are drawn from the original foundation of the Cathedral based on the Rule of St Augustine. His words underpin our daily pattern of prayer and radiate out into all aspects of our life.

### • UNITY

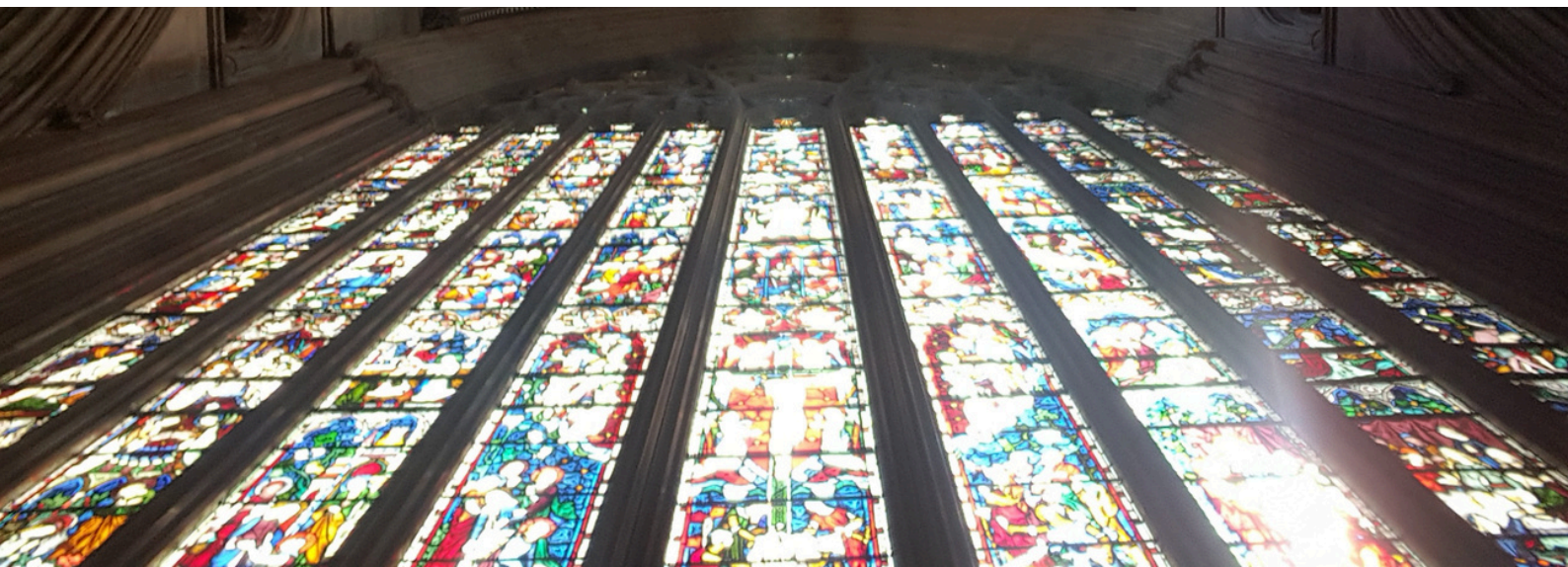
We work together for a shared purpose, caring for one another as members of the Cathedral community with “one mind and heart on the way to God”.

### • TRUTH

We uphold honesty, integrity and humility for “the heart is illumined when it hears: God is truth”.

### • LOVE

We serve all with compassion, hospitality and kindness “to love God and our neighbour in all we do”.







# Our Vision & Strategic Aims

## Vision

Building on more than 900 years of prayer, worship and discipleship, to create a vibrant, sustainable future for our community, buildings, heritage and music to enable everyone to take their next step with God.

## Strategic Aims 2026-2030

In addition to delivering its core purpose, Chapter has agreed the following 6 strategic aims for 2026/2030:

1. We will strengthen the Cathedral as a place of prayer and a centre of excellence in worship and mission to enable all to grow in God's love.
2. We will nurture our staff and volunteers to develop and flourish in their roles.
3. We will welcome successive generations to be inspired and transformed through engagement with the Cathedral and our region's heritage.
4. We will establish the Cathedral at the heart of the region's musical and cultural landscape.
5. We will develop a sustainable, holistic financial model, maximising the potential of the Cathedral's fabric, endowment and commercial activities.
6. We will deepen our relationship with the people and communities of the Diocese and county through prayer and partnership.





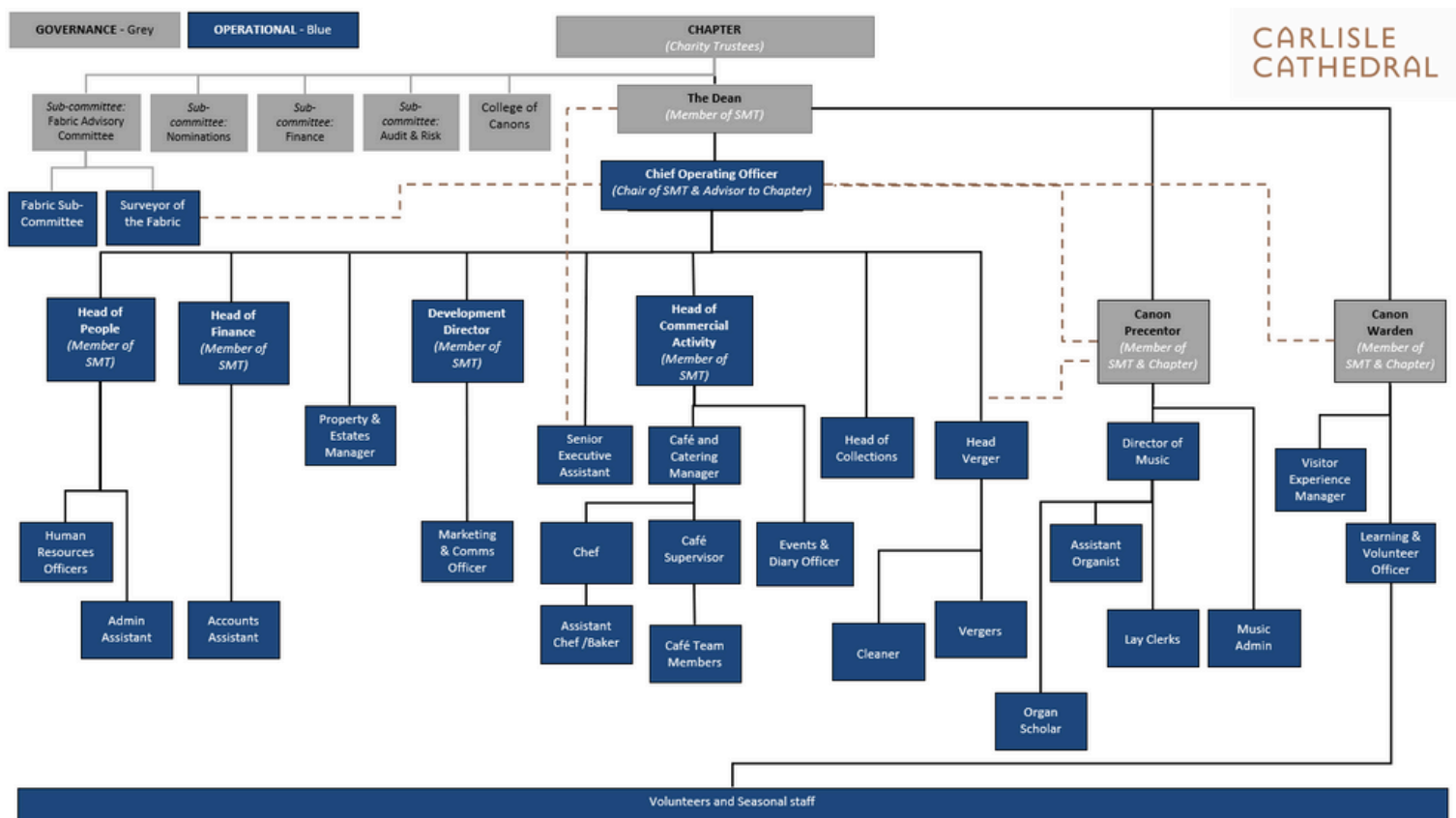
# How we are organised

The Cathedral employs a mix of full-time and part-time personnel. We have a superb variety of skills and experience in music, administration, finance, commerce, marketing, fundraising, event-management, education, hospitality, visitor-facing activities and maintaining our historic buildings.

We also have dedicated and enthusiastic volunteers, who are passionate about the Cathedral and willing to provide their time as welcomers, guides, gift shop, events, education and heritage learning, historic collections and bell ringing activities.

Please see below for our current structure.

## Organogram







# Role Purpose

Reporting directly to the Head Verger, the role of the Verger plays a vital part within the Vergers Department in the day-to-day operations of the Cathedral. This role ensures the highest standards are upheld in the practical arrangements for all services and events, as well as in the Cathedral's function as both a place of worship and a visitor attraction.

The Verger works collaboratively with all front-of-house teams and volunteers in the delivery an exceptional welcome to everyone who enters the Cathedral—whether they are attending a service, visiting as a tourist, arriving as part of a school trip or pilgrimage, or participating in a major event. Our goal is for each person to have a positive and inspiring experience.

The Verger will work closely with the Canon Precentor and volunteer teams on matters of worship.

The Verger must consistently demonstrate the highest standards of conduct—being punctual, professional in speech and behaviour, and adhering to all standing instructions and policies.

## Duties and Responsibilities

The Verger responsibilities are set out below:

### General

- As Vergers represent the cathedral at all times suitable attire should be worn, alongside a name badge.
- Contribute to ensuring that Carlisle Cathedral is a safe place to work and visit
- To work within the Vergers Department on a rota basis, under the direction of the Head Verger. This includes covering weekends, Bank Holidays, Feast Days (including Christmas and Easter) and other important occasions, as required. Evening work is regularly included on the rota.
- To communicate all messages and report all defects to the Property and Estates Manager through an internal system, so that the appropriate advice or action can be taken, and good lines of communication are maintained.
- Liaise with internal departments. Check and action e-mails and telephone messages, where required.
- Expected to provide cover to ensure the cathedral is staffed during opening hours.
- All Cathedral employees are subject to completion of the Cathedral's safer recruitment process to the level appropriate for their position.





# Role Purpose

## Duties and Responsibilities cont.

### Cleaning and Maintenance

- To undertake cleaning and maintenance duties within the cathedral ensuring the cathedral is always secure, clean and in good order, this will include carrying out periodic inspections, as agreed.
- Ensure the Fraternity building, Undercroft and Priors Tower are kept clean and tidy and set up as required.
- Prior to events, make sure that all relevant sound / amplification systems are working correctly and operate as required.
- Assist Head Verger as required with the general care and cleaning of all clergy vestments, Altar Linens, frontals and silverware, etc. and ensure they are kept in good condition and stored correctly.
- Where required, move and/or re-arrange chairs and other moveable furnishings for services and events and restore afterwards.
- Assist with the set-up and dismantle of exhibitions and events.
- General grounds maintenance.
- Responsible for conducting fire and emergency lighting checks.
- To ensure the good care and operation of cleaning equipment.

### Liturgical

- In liaison with the Head Verger, supervise other staff, volunteers and public at services and events.
- Ensure the Cathedral is kept clean and tidy and that all altar furnishings are always in proper order.
- Ensure all vestments, vessels and books are prepared for services and events.
- Ensure the distribution of service books for all services.
- Responsible for the safe custody of money in accordance with cash handling procedures.
- When members of Clergy are unavailable, provide informal and appropriate pastoral support to members of the public.





# Role Purpose

## Duties and Responsibilities cont.

### Hospitality and Welcome

- To be mindful at all times of promoting and living out the cathedral's values and to treat all those coming into the cathedral as welcome visitors.
- To treat visitors and volunteers in a friendly, tactful and helpful manner. When it is necessary to be firm, it should be handled with sensitivity.
- To be always an excellent ambassador for the cathedral.

### Logistics for Events and Services

- To undertake security duties within the cathedral and precinct.
- To work with the team to ensure that set up for services, concerts and events is completed in a timely manner. This includes the setup of audio-visual equipment, seating and staging and ensuring any health and safety issues are addressed.
- To attend planning meetings if required

### Health and Safety and Security

- To comply with and enforce all Health and Safety policies and procedures.
- Prepare appropriate risk assessments for the Cathedral Ensure that the building is safe for visitors, staff and contractors including testing alarm systems.
- To act as a key-holder.
- Under the direction of the Head Verger, working to a rota system, to be responsible for the opening and closing of the cathedral each day. Opening and closing may include early mornings and late evenings.
- To understand and operate the security and alarm systems.
- To empty the collection boxes in accordance with the Cathedral's cash handling procedures.





# Role Purpose

## Duties and Responsibilities cont.

### Safeguarding

- Safeguarding is the Cathedral Chapter's highest priority. Vergers must endorse and implement the Cathedral's safeguarding policies in respect of children and adults at risk of abuse, neglect or harm.
- To support Chapter on the delivery of the Safeguarding Policy and Procedures and the relevant policies regarding photography and filming, etc.
- Carlisle Cathedral has an active Safeguarding Policy. A Verger will hold a position of trust within the Cathedral, and his/her duties will include that of being a 'Pastoral Assistant'. The successful candidate will be required to complete a declaration form regarding convictions in accordance with the Disclosure and Barring Service Rules in relations to filtering (<https://www.gov.uk/government/publications/dbs-filtering-guidance>) and agree to an Enhanced Disclosure through the Disclosure and Barring Service. This information will be dealt with in strict confidence and not used to discriminate against applicants unfairly. All forms will be kept securely in compliance with the General Data Protection Regulation within the Data Protection Act 2018.

### Other

- To undertake any other reasonable tasks as requested.
- To undergo any training deemed necessary to fulfil the role of verger.



# Person Specification

The ideal candidate is likely to demonstrate all or most of the following:

## QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

### Essential

- Knowledge of the Microsoft Office Suite including email.
- Willing to engage in all aspects of the cathedral's life.
- In sympathy with the Church of England and Carlisle Cathedral's mission and values
- Familiarity with the Church of England's ethos, and structures

### Desirable

- Communicant members of the Church of England, or another Church in communion with it.
- Previous experience working in worship context.
- Working knowledge of worship and liturgy.
- First Aid Certificate.
- Health and Safety Qualifications or Working knowledge
- Familiarity with the Church of England's ethos and structures

## SKILLS & ABILITIES

### Essential

- Understands how to welcome and understand the needs of regular worshippers and visitors
- Ability to operate and maintain technical equipment used for amplification and livestreaming/recording of services, or aptitude and willingness to train in this.
- Level of fitness to cope with the physical demands of the role including shifts, working at heights and lifting heavy objects.
- Able to perform well in a busy environment
- Be an ambassador for Carlisle Cathedral.

### Desirable

- Ability to be responsive and manage change.
- Ability to adapt behaviour to suit the individual, environment and circumstances.
- Pro-active approach to problem solving.



# Person Specification

The ideal candidate is likely to demonstrate all or most of the following:

| PERSONAL QUALITIES  |   |
|---|---|
| <b>Essential</b> <ul style="list-style-type: none"><li>• A team player. Excellent interpersonal and team-working skills; willing to take the initiative and get things done with a positive 'can-do' approach.</li><li>• Ability to work as a flexible and enthusiastic team member both across the Cathedral, coupled with an ability to work independently and exercise individual initiative as required.</li><li>• Able to multitask, deliver within deadlines and work with attention to detail.</li><li>• Excellent interpersonal skills, a welcoming approach and the confidence to deal with people from all walks of life</li><li>• Present a calm and friendly disposition</li><li>• Adaptable and flexible in your approach to work</li><li>• Ability to work unsociable hours, including weekends and evenings.</li><li>• Ability to uphold and conform to the requirements of the Cathedral's Safeguarding policies.</li></ul> | <b>Desirable</b> <ul style="list-style-type: none"><li>• Willing to learn new skills and undertake training.</li></ul>  |
| COMPETENCIES  | KEY RELATIONSHIPS   |
| <ul style="list-style-type: none"><li>• Team working</li><li>• Communication</li><li>• Empathy</li><li>• Respect and Value Diversity</li><li>• Flexibility and Adaptable</li><li>• Problem Solving and Initiative</li><li>• Self-motivation</li></ul>   | <ul style="list-style-type: none"><li>• Chief Operating Officer</li><li>• Dean and Residentiary Canons, in particular the Canon Precentor</li><li>• Visiting Clergy</li><li>• Property and Estates Manager</li><li>• Head of Commercial Activity</li><li>• Visitor Experience Manager</li><li>• Head of Collections</li><li>• Line management of relevant volunteers (e.g. side persons, flower rota etc)</li></ul> |



# Terms

|                             |   |
|-----------------------------|---|
| <b>Contract</b>             | Permanent, Part Time  |
| <b>Salary</b>               | £25,396 FTE (pro rata for part time)  |
| <b>Location</b>             | Carlisle Cathedral Office, West Walls, Carlisle CA3 8UF.<br>On site working is recognised to be essential, in ordinary times, to achieve the effective operation of the Cathedral's activities.   |
| <b>Annual Holiday</b>       | Full-time employees 28 days (pro rata for part time) plus 8 English public holidays, the dates to be agreed with your line manager, and to take account of the needs of the Cathedral.  |
| <b>Hours</b>                | Part Time - 30 hours based on a 5-day rota'd week over 7 days. This job would be considered for a job share. This post brings with it the need for flexibility and hours will include some weekends.  |
| <b>Pension</b>              | After 3 months you will be automatically enrolled into the Church Workers' Pension Scheme. Under this scheme, there is an employer's contribution (currently 8%). Employees contribute 3% and may make Additional Voluntary Contributions to increase their pension if they wish.   |
| <b>Cafe / Shop Discount</b> | All staff are entitled to 50% off any hot drink from the café at any time during opening hours, whether you are at work or not. Staff are also entitled to a 10% discount on all purchases from the Cathedral Gift Shop. To obtain your discount, staff must show your ID badge. These discounts aren't available on sale items or in conjunction with any other offers.  |
| <b>Offer of Employment</b>  | Carlisle Cathedral is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo a DBS check and any other safeguarding checks and training as appropriate to the post. The appointment will be subject to the satisfactory outcome of these checks and successful training.<br>Dependent upon the receipt of two satisfactory references (present employer/professional person with knowledge of performance/unconnected with employment) and a successful safer recruitment process. |
| <b>Review</b>               | The post is subject to a six-month probationary period.   |
| <b>Other</b>                | General terms and conditions of employment as set out in the Employee Handbook, issued to all staff on appointment.   |

The job description is an operational document that does not form part of your contract of employment. It may be that from time to time you are expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day-to-day performance of your duties. Carlisle Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.





# Application Process and Interview

**For an informal discussion about this role, please contact:**

John Wilkinson, Head Verger - [johnw@carlislecathedral.org.uk](mailto:johnw@carlislecathedral.org.uk)  
Tel: 01228 548 151

**For any questions regarding the application process, please contact:**

Elinor Tredgett, HR Officer - [hr@carlislecathedral.org.uk](mailto:hr@carlislecathedral.org.uk)  
Tel: 01228 479 225

**To apply, please send:**

- An application form
- A Recruitment Monitoring Form

*Please note the Cathedral cannot accept CV's alone, though you are welcome to include one with your application if you wish.*

**To:**

**Elinor Tredgett, HR Officer - [hr@carlislecathedral.org.uk](mailto:hr@carlislecathedral.org.uk)**  
Via email – [hr@carlislecathedral.org.uk](mailto:hr@carlislecathedral.org.uk) marked 'Job Application: (VERGER)'

**Closing Date**

Saturday 31<sup>st</sup> January at 23:59

**Interview Date**

TBC February 2026





# Further Information

## **Carlisle Cathedral is an Equal Opportunities Employer**

Carlisle Cathedral is committed to safeguarding & protecting the welfare of children and vulnerable adults. Applicants must be willing to undergo the relevant safeguarding checks including checks with past employers and the Disclosure and Barring Service, appropriate to the post.



Further information is available on our website [www.carlislecathedral.org.uk](http://www.carlislecathedral.org.uk)

Our Governance and Finance information, including a link to our Annual Report and Accounts, and our Constitution and Statutes can be found here: [www.carlislecathedral.org.uk/governance-and-finance/](http://www.carlislecathedral.org.uk/governance-and-finance/)

Cathedrals Measure 2021: [www.legislation.gov.uk/ukcm/2021/2/contents](http://www.legislation.gov.uk/ukcm/2021/2/contents)